

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
September 12, 2023
MINUTES

Conducted by Remote Participation

Call to Order

Chair Stephen Quinlan called the meeting to order at 7:18 p.m. In attendance were trustees Heather Calvin, Adam Delmolino, Jonathan Gates, Amy Hampe, Rebecca Steinitz as well as Anna Litten, library director, and Amanda Troha assistant director. Trustee Rebecca Gruber was not present. Mr. Quinlan shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

Community Time

There were no comments from members of the community.

Approval of August 8 Meeting Minutes (vote)

Ms. Hampe moved to approve the August 8 Meeting Minutes. Mr. Delmolino seconded the motion. Under Guidance from the Attorney General's office, the Board held a roll call vote. Ms. Calvin voted aye, Mr. Gates voted aye, Mr. Quinlan voted aye, Ms. Steinitz abstained. The Board approved the August 8 Meeting Minutes.

Vote for FY24 Trust Fund Allocation (vote)

Ms. Calvin moved to approve the amended FY24 Trust Fund Allocation. Mr. Quinlan seconded the motion. Mr. Demolino voted aye, Mr. Gates voted aye, Ms. Hampe voted aye, Ms. Steinitz voted aye. The Board approved the FY24 Trust Fund Allocation.

Photography Policy (vote)

Ms. Litten outlined the changes to the Photography Policy. The board discussed the proposed changes. Ms. Litten will amend the document and the board will readdress at a later meeting.

Holiday Schedule (vote)

Ms. Hampe moved to approve the 2024 Holiday Schedule. Mr. Quinlan seconded the motion. Ms. Calvin voted aye, Mr. Demolino voted aye, Mr. Gates voted aye, Ms. Steinitz voted aye. The Board approved the 2024 Holiday Schedule.

Request to Host Sale, as Per Meeting Room Policy (vote)

Ms. Litten outlined the request for a program to sell kimonos at their event. Mr. Demolino moved to approve the request to host the sale. Ms. Calvin seconded the motion. Mr. Gates voted aye, Ms. Hampe voted aye, Ms. Steinitz voted aye, Mr. Quinlan voted aye. The Board approved the request to host a sale.

Winfield Robbins Art Print Update

Ms. Hampe gave an update on the Winfield Robbins Art Print Deaccession project. Ms. Hampe shared with the Board that Mary Pfiefer of MCR will provide an in-depth update in November.

Fox Branch Library Facility Needs Committee Update

Ms. Calvin gave an update on the Fox Branch Library Facility Needs project. The committee is waiting on the RFP submissions.

Financial Report Update

Ms. Litten shared a draft of the State Financial Report.

Draft Capital Plan FY25-FY29

Ms. Litten outlined the library capital requests for FY25 and shared information on the FY25-FY29 capital requests submitted by the Facilities Department.

Preliminary Discuss of FY25 Budget

Ms. Litten discussed the plans for her FY25 operating budget request.

Town Day Planning

Mr. Litten thanked the Board for signing up for a Town Day booth slot. The Library will be hosting some engagement opportunities, a children's read-in, and local history highlights.

Director's Report

The Board discussed the Director's Report.

Foundation Liaison Update

Ms. Hampe discussed the ALF meeting of Aug. 23. The Foundation approved the library budget grant request of \$92,700.

Friends Liaison Updates

Mr. Gates shared the details from the Friends of Robbins meeting. There is no update from the Friends of Fox.

Communications and Announcements

Ms. Litten shared the news that Town Counsel Doug Heim will be leaving the Town of Arlington. Mr. Quinlan shared a letter on which he was cc'ed received via email regarding an upcoming Friends of the Robbins Library event.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: October 10, 2023

Adjournment (vote)

Mr. Delmolino motioned to adjourn. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Gates voted aye, and Ms. Hampe voted aye, Ms. Steinitz voted aye. Mr. Quinlan voted aye. The meeting adjourned at 9:24 p.m.

Materials Distributed:

- September 12 Meeting Agenda
- August 8 Meeting Minutes
- Trust FY 23 Expenditures and FY 24 Request Final
- 2024 Holidays Schedule—Proposed
- Robbins Library Photography and Filming Policy
- Financial Report FY23 Draft
- Library Director Report with August 2023 Circulation Report